

Florida Campus
2600 N. Military Trail
West Palm Beach, FL 33409
561.478.5500



To Contact Campus Security

1. Call 561-662-7099 - Security cell phone.
2. The Gatehouse Telephone number is 561-478-5581. An officer is on duty, at the gatehouse, 24/7 (Subject to change).
3. For emergencies, call 561-662-7099, 24 hours a day, seven days a week.
4. Walk into the Campus Security Office, located in the Dalby Building at 561-478-5508.
5. You may also report a complaint to the Dean of Students 561-478-5551 in the Student Life Center (SLC).

All students, employees and visitors are strongly encouraged to report any concerns to campus security immediately. Posters with reporting procedures are placed in visible areas throughout the campus.

Crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate. In addition, if you observe an individual acting in a manner which suggests that the individual may be a threat to himself or herself, or to others, please err on the side of reporting what you observe.

Upon receipt of a complaint, campus security officers are immediately dispatched to the area, and a detailed report is made. Appropriate follow-up is conducted on all complaints.

There are three Emergency Blue telephone centers located throughout the campus. They are located in the Turner parking lot, the residential parking area, and near the tennis courts. One can access either campus security, by pushing the call button, or dial 911 for off-campus emergency services (police, fire rescue).

Enforcement

Campus security personnel have the authority to enforce all campus policies and Florida State Laws. These officers do not carry weapons nor do they have arrest powers. Northwood University maintains a very strong relationship with the City and County law enforcement agencies. These agencies are contacted to assist with some on-campus complaints. The City and County agencies also notify Northwood University officials of off-campus incidents that involve Northwood students.

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Crime Prevention & Safety Procedures

Crime Prevention Strategies:

- IDs are checked at the Gatehouse 24 hours per day.
- Security Officers patrol the campus 24 hours per day.
- Safety Awareness Programming is offered throughout the year.
- Firearms and other weapons are prohibited on campus.
- Campus posters/fliers are also used on a regular basis to inform and remind students and employees of safety and crime prevention techniques and to detail campus security policies and procedures.

Facilities

Students and staff have access to campus facilities during the hours designated as open. The entire campus is closed to unauthorized guests and traffic between the hours of 5:00 p.m. and 7:00 a.m. All vehicles arriving after 5:00 p.m. must be registered for entry to the campus.

Campus security officers patrol the entire campus continuously and report activities and concerns to the proper departments in order to promote the safety and security of the campus community.

Lighting and emergency equipment surveys are performed regularly to aid in proper operation. All malfunctioning items are directly reported to the Maintenance Department.

Residence Halls

The residential complex is patrolled nightly by residential life and security personnel. After posted visitation hours, only resident students and Northwood staff are permitted on campus. All on-campus housing is single gender units, allowing opposite gender visitation as follows:

Sunday – Thursday, 8:00 a.m. - Midnight
Friday – Saturday, 8:00 a.m. - 2:00 a.m.

Fire Safety Standards and Measures

Fire Safety Report	
On Campus Student Housing	2010
Number of fires	0
Cause of fire	0
Number of injuries related to fire that result in Treatment at a medical facility	0
Number of deaths related to a fire	0
Value of property damage caused by a fire	0

Annual inspections are completed on all campus fire systems. None of the student housing facilities have a sprinkler system. All student housing facilities have smoke detectors with horn/strobe devices that are monitored by security dispatch 24/7.

Fire Prevention/Policies for Student Housing

Any and all fires would require a written report by security and housing. A record of the security report would be maintained by security and a copy sent to student services.

Residents are not permitted to possess candles or incense in any facility on campus. Smoking is not permitted in several areas on campus, including all on-campus housing. Smoking areas are designated with smoking signs in compliance with the Clean Indoor Act, January 1987. Smoking is prohibited in all residence hallways. All University Housing is Smoke Free. Smoking is only permitted at least 25 feet from residential buildings. Fire Drills will occur each semester. These drills will be unpublicized, and must be treated as if they were real fires. Each resident will evacuate the building whenever a fire alarm sounds for security and safety reasons.

FIRE SAFETY & FIRE DRILLS

In the Event of a Fire

If you smell smoke or detect a fire, activate the nearest alarm to you and notify emergency personnel. Before opening any door, use the back of your hand to check to see if it is hot. If hot, leave the door closed and stuff wet towels or clothes in the cracks and open a window. If the door is not hot, open it slowly. Exit the building cautiously.

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FIRE ALARMS

Fire alarms are located in each residence hall to alert occupants in case of a fire. Residents must comply with all fire alarms/drills. Failure to evacuate will result in disciplinary action. Activating a false alarm or tampering with the alarm is strictly prohibited and will result in severe disciplinary actions.

At the sound/sight of a fire alarm, a student should immediately follow the procedures below:

- Close all windows and leave overhead light ON.
- Before opening any door, feel the door.
- If it is hot do not open it. Open the window and exit through the window if possible. If exit not possible, place wet towels or clothes under doorways, and call Campus Security, 561—662-7099 to notify them that you are trapped. Stay close to the floor if smoke enters the room.
- If it is not hot, open the door slowly, and exit the building using extreme caution.
- If you have exited the building, stand clear of the building and go to the pavilion, across the foot bridge, (staying as far away from the building as possible).
- No resident should return to the building until the “All-Clear” is given.

In the event a fire alarm activates in the Turner, Devos-Cook, or the SLC buildings, students and employees should go to the nearest exit and stage in the Turner parking lot.

Alcohol/Drug Policies

All policies regarding alcohol and other drugs can be found in the Student Handbook or at www.northwood.edu/compliance. On the Northwood University Florida Campus, handbooks are distributed to all new and returning students at the start of the Fall semester. Included in Student Handbook is:

- A statement of policy regarding the possession, use, or sale of alcoholic beverages and illegal drugs.
- A description of drug and alcohol abuse education programs.
- A description of the State underage drinking laws and the Federal and State drug laws.

Sexual Assault

Northwood University strives to prevent the occurrence of sexual assaults. The following is a description of University policies regarding such incidents:

Educational programs, open to all, are presented several times per year through residence hall programs and student meetings. Informational flyers, etc., are posted throughout the campus detailing this issue. Additional information on this subject can be obtained in the Student Services Office in the DeVos-Cook Building.

To report a sexual offense occurring on campus, individuals should contact campus security, the Campus Counselor, the Housing Director or the Dean of students immediately by dialing 561-662.7099.

Victims should not shower, bathe, or change clothes. All evidence should be preserved. Victims are encouraged to have a physical examination at a hospital immediately following a report. Victims have the right and are encouraged to contact the local law enforcement authorities, or have NU campus security personnel assist in doing so.

Victim assistance will be provided by the Student Services Office or the NU Health Center. Information concerning other community counseling options is available through the Student Services Office.

Victims of any sexual offense may request to change academic and living arrangements by contacting the Student Services Office.

In addition to any legal proceeding conducted through the court system, on-campus disciplinary action is handled through the Student Services Office. During disciplinary meetings, the victim and the accused have the opportunity to have others present. Both also shall be informed of the outcome of such hearings.

If a student is found guilty of a sexual assault/sexual harassment, possible sanctions range from disciplinary probation to dismissal. Each sanction is issued on a case by case basis. Additional information regarding the proceedings can be obtained from the Student Services Office.

If a victim requests an alternative housing option, the University will make every effort to work with the victim to provide all possible options. Request should be made to the Dean of Students.

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974. Northwood University is providing a link to the Federal Bureau of Investigation www.fbi.gov/hq/cid/cac/registry.htm. This webpage also contains the links to Sex Offender Registries by State.

Campus Crime Statistics

The following tables indicate serious crimes reported by calendar year to campus security and local law enforcement.

Northwood University - Florida Campus						
The Crime and Security Help Desk has clarified reporting requirements regarding public property. Based on this clarification, the Florida Campus does not have any public property to report statistics on.						
Offense	On-Campus Residential Facilities			Other On-Campus Facilities		
	2010	2009	2008	2010	2009	2008
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex	0	0	0	0	0	0
Robbery	0	0	0	0	1	1
Aggravated Assault	0	0	0	1	0	0
Burglary	0	2	4	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Campus Disciplinary Action						
Liquor Law Violations	5	15	12	0	0	0
Drug Abuse Violations	0	0	4	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
Arrested For						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0

Off-Campus Facilities (Tampa Program Center)			
Offense	2010	2009	2008
manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Negligent Manslaughter	0	0	0
Arson	0	0	0
Campus Disciplinary Action			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Illegal Weapons Possession	0	0	0
Arrested For			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

Confidential Reporting Procedures

If you are a victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean of Students or Head of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of the report is to comply with your wish to keep the matter confidential, taking steps to ensure safety of yourself and others, keep accurate records and determine if there is a pattern of crime for a particular location. All crime will be counted and disclosed in the annual crime statistics for the University.

Crime statistics are maintained by campus security for crimes occurring on campus. Crimes occurring on non-campus locations and public property are obtained from local law enforcement agencies.

Emergency Response and Evacuation Procedures

In the event that a situation arises and constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through one or all of the following methods:

- The Northwood Now system for emergency notification this system can send messages via text, phone call, and/or email. This system is tested 3 times each year.
- University’s e-mail system
- Blackboard
- Voicemail
- Intercom announcements in DeVos-Cook

- Staff interventions (staff going door to door in residence halls and campus buildings, staff posted at the campus entrance)

Building evacuation drills are conducted yearly for all campus buildings. We encourage all students, staff, and visitors, to take security precautions to help prevent incidents from occurring.

Anyone with information warranting a timely warning should report the circumstances to the Security 561-662-7099, Dean of Students 561-478-5551, Provost 561-478-5555 or in person at the security office in the Dalby Building.

A crisis response manual was created as a document to guide the university Crisis Management Committee through an emergency. The manual contains policies and procedures for dealing with a range of emergency situations. Although no document can cover every conceivable emergency, the crisis manual attempts to address many specific emergency situations as well as create a consistent way of identifying, planning, and addressing a range of emergencies. The manual addresses not only human created emergencies such as an active shooter but also nature related emergencies such as severe weather incidents or communicable disease outbreaks. The manual also identifies the roles and responsibilities of university officials during an emergency situation.

Missing Student Notification Policy

Northwood University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Northwood University student(s) living in the Stauffer Residence Complex (SRC), who based on the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the university environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concerns to the Dean of Students, Director of Residential Life, or to Security. Every report made to a campus official will be followed up with an immediate investigation lasting up to 24 hours of the initial report. Depending of the circumstances presented to University Officials, parents of missing students will be notified (parents of students under the age of 18 and not emancipated must be notified with in 24 hours). In the event that parental notification is necessary, the Dean of Students (or designee) will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Northwood University. This information will be kept in the Residential Life Office and will be updated annually.

GENERAL PROCEDURE:

1. The Northwood University official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the missing student (e.g. visiting friends living off campus, has employment away from campus) including any changes in behavior or demeanor.
 - d. The missing student's cellular telephone number (if known by the reporter)

2. The Northwood University Official receiving the report will contact the Dean of Students and the Director of Security in order to update them on the situation and to receive additional consultation. The Dean of Students and the Director of Security will ascertain if/when information must be communicated to the Provost.
3. Upon notification from any entity that a student may be missing, Northwood University may use any and all of the following resources to assist in locating the student.
 - a. Call the student's room.
 - b. Go to the student's SRC room
 - c. Speak with the student's RA, roommate, suite/floor mates to see if anyone can confirm the student's whereabouts and/or confirm the date, time and location the student was last seen.
 - d. Secure a current student ID or other photo of the student.
 - e. Call and text the student's cell phone and call any other numbers on record.
 - f. Send the student an email
 - g. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student lounges, fitness center, etc. Security will also check all vehicles on campus and also attempt to locate the student's vehicle if it is registered.
 - h. Contact or call any other on-campus or off-campus friends that are made known. This could include checking a student's social networking sites such as Facebook, Myspace, Twitter, etc.
4. Northwood University Information Technology Staff may be contacted to obtain email logs in order to determine the last log in and/or access of the Northwood University network.
5. Once all information is collected and documented and the Dean of Student's is consulted, Northwood University will contact the local police to report the information. If during the course of gathering this information described above foul play is suspected or strongly indicated, the local police will be contacted immediately. If it is necessary to contact law enforcement authorities, their procedures and protocol will be followed by the University.
6. The above is a general guideline to follow in the event a student is reported missing. All cases are different and will be handled on a case by case basis. In every case, however, the safety of the student is of the most importance.

In the event an inquiry is received from a relative, friend or law enforcement entity concerning a missing commuter student, efforts will be made by Northwood University to assist in locating the student. The Dean of Students and the Director of Security will ensure all common areas of the campus are checked for the student. All parking areas will be checked to ascertain if the commuter's vehicle is on campus. IT will assist in determining the last time the student logged into the Northwood University's network. The Director of Security will continue to assist the reporter/law enforcement official as deemed necessary.

Northwood University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status. The University also is committed to compliance with all applicable laws regarding nondiscrimination.

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